



**City of Atlanta**

55 Trinity Avenue, Suite 3900  
Atlanta, Georgia 30303  
Phone: 404-330-6150

---

*Checklist for Plan Submission*

**ALTERATIONS / CONVERSIONS**

One or Two Family Duplex Residence (no increase in floor area or site improvements)

---

**GENERAL INFORMATION**

1. **Cover sheet to include:**
  - ✓ Project Name
  - ✓ Project Owner
  - ✓ Project Address
  - ✓ Scope of Work
  - ✓ Applicable Codes listed – IRC 2006 with Georgia State amendments.
2. **Plans:**
  - ✓ Must be legible, to scale, double line drawings (single line not accepted), include dimensions.
  - ✓ Labeled “Issued for Construction or “Released for Construction”.
  - ✓ Plan Reviewers may require additional information for clarification of project.
3. **Residential Automatic Approval Certification (RAAC):**
  - ✓ Plans must be prepared and sealed by a Georgia registered architect or engineer.
  - ✓ Provide two copies of the RAAC form (available on website), completed, stamped and signed by architect or engineer.
4. **Barrier-Free requirements:**
  - ✓ One or Two Family construction receiving City assistance must comply with Sec. 8-2182 of the City of Atlanta Housing Code.
5. **Scope Differences & Complexities:**
  - ✓ Due to the scope and complexity of proposed projects, we recommend you carefully read the checklist to determine the requirements for plan submission. How about this?
  - ✓ Contact the Office of Buildings at 404-330-6150 for additional information concerning the proposed project.
6. **Forms:**
  - ✓ The forms referenced on the checklist are available on the website at :  
<http://www.atlantaga.gov/index.aspx?page=342>

**SEWER CERTIFICATION**

- ✓ Sewer capacity certification required for conversions.
- ✓ Complete form for submission – floor area and occupancy type required.

**ZONING REVIEW REQUIREMENTS**

1. **Survey and/or Site Plan to include (if applicable):**
  - ✓ Location of existing house, driveway, decks, porches, pool, accessory structures, impervious surfaces, etc.
  - ✓ Area of work to be marked on footprint of existing structure.

- ✓ Indicate setbacks and/or existing easements with dimensions from property lines.
  - ✓ Calculations floor area ratio.
  - ✓ Recent as-built survey may be required from registered Georgia Land Surveyor.
2. **Variances:**
- ✓ Two copies of variance and/or special exception letter granted by Board of Zoning Adjustments with Office of Planning stamp, if required.
3. **UDC/Planning Approval:**
- ✓ Two sets of proposed plans stamped by UDC and/or Office of Planning for certain Zoning and/or Beltline overlay districts.

## **BUILDING PLAN REVIEW REQUIREMENTS**

1. **Floor Plan for all proposed structures:**

- ✓ Label rooms according to use.
- ✓ Window and door sizes.
- ✓ Thickness of walls.
- ✓ Width of stairs, height of riser, tread depth, and height of handrail/guardrail.

2. **Elevations for all proposed structures:**

- ✓ Minimum of two existing & proposed elevations must show all sides affected.
- ✓ Minimum of four proposed elevations for detached additions.
- ✓ Show any openings (vents, basement access, etc.) and exterior wall finishes.

3. **Foundation Plan for all proposed structures:**

- ✓ Footing and/or slab detail, support piers to include sizes.

4. **Floor Framing Plans for all floor levels in the proposed structures:**

- ✓ Indicate floor joists, girders, include sizes for all floors. If using pre-engineered components submit manufacturer specifications.

5. **Ceiling Framing Plan for all proposed structures:**

- ✓ Indicate ceiling joists to include sizes for all floors.

6. **Roof Plan for all proposed structures**

7. **Roof Framing Plan for all proposed structures:**

- ✓ Indicate sizes of beams for ridges, valleys, hips, and rafters or any other roof components. If using pre-engineered components submit manufacturer specifications with sealed truss drawings.

8. **Structural Plans for all proposed structures:**

- ✓ Typical wall section from foundation through roof – specify size and type of Girders, Beams, Headers, Joists, Rafters, Trusses (TJI & LVL).
- ✓ Deck / Porch details - floor plan, columns/posts, attachment to main structure, stairs/ramps, handrail/ guardrail.
- ✓ Alterations to duplex may require 1-hour fire rated separation wall detail that is to be constructed according to the International Residential Code.